



MONTGOMERY COUNTY FIRE AND RESCUE SERVICE
MONTGOMERY COUNTY, MD.

DIRECTIVE

Number: 03-04

Date: March 4, 2003

To: All MCFRS Personnel

From: Chief Roger W. Strock
Chief David S. Dwyer

A handwritten signature in black ink, appearing to be "R. Strock", written over the name of Chief Roger W. Strock.

Subject: Medical Documentation by MCFRS Providers

The dual-role cross-trained nature of our service means that ALS providers will arrive at incidents when they also have assigned functions as Firefighter/Rescuers, unit officers, and command officers. Furthermore, the frequent role of engines and trucks as ALS First Responder Apparatus (AFRA) requires that ALS providers serve as primary care providers prior to the arrival of a dispatched ALS unit that can transport. Care must be used to balance the competing priorities of an incident and one's assigned role. We trust our personnel to make these individual assessments but some guidance is appropriate.

EMS is the most frequent life saving function by MCFRS, but it is not the only life saving service we provide. Unit officers and ALS providers must ensure the EMS duties of their assigned unit are viewed in the proper perspective of a given incident since each situation is different. For example, in general, a first arriving medic engine confronted with a working house fire should not abandon its suppression and rescue responsibilities to evaluate a smoke inhalation victim in the front yard. On the other hand, a medic engine dispatched to an ALS call is expected to adhere to the same assessment, treatment, and documentation requirements as the transporting ALS unit. ***Once engaged in the EMS role, all providers are held to the same patient care standard as those on transporting units.***

ALS personnel who give directive medical advice to a patient, or who administer treatment to a patient are required to complete a medically appropriate assessment. The results of the required assessment must be documented in a patient care report irrespective of the type of unit or who transports the patient. Likewise an EMT-B who begins assessment and/or treatment of a patient that will be transferred to the care of any other transporting care provider shall complete a patient care report.

The unit OIC shall function as the charge EMS provider unless a person of higher EMS certification is on the unit in which case the person with the highest level of EMS certification shall assume responsibility for the patient. ALS providers must be involved in patient care when their unit is dispatched to an EMS incident as an ALS

equipped unit. In case of multiple paramedics serving on one unit, the unit OIC shall designate a "Charge Paramedic". The EMS record shall be completed by the "Charge" EMS provider.

There is no limit to the number of patient care reports by the various units on an incident. The patient care report may be produced by each unit, and the unit number makes the report unique. For multiple patients treated, simply follow directions in the attachment to this directive (exercise #4 FIRES Training Workbook).

Questions concerning this directive should be directed to the EMS Section or the Medical Director.

Attachment: Exercise #4 FIRES Training Workbook

Exercise #4: Create an EMS Report

Task 1: Complete the Patient 'File Folder'

1. Point to the EMS Reporting Icon on the FIRES Selection Menu and click twice on it.
2. Use the mouse to point to the 'Patient' field at the top of the screen. If more than one patient is treated during an incident, each must receive a unique number. The *Patient #* for your first patient is 1. Enter the number in the field box.
3. By pointing with the mouse and clicking on the field box to activate pop-up tables, enter a code in the remaining field boxes on the 'file folder'. The following fields are required on this file folder:

Priority	Eyes
Motor	Verbal
Race	Sex
Signs & Symptoms	Name

4. Enter a code for any other field which was applicable to your incident. For example, if an AED was used, enter a code in the AED field. Otherwise, the field can be left blank.
5. Notice that the same code table displays for the first 'Lungs' field box and the second 'Lungs' field box. This is true for all fields that have multiple field boxes.

Task 2: Complete the BLS 'File Folder'

1. Point to the BLS 'file folder' and click once on it.
2. Click twice on the 'Type of Call' field box. If an ALS call type is selected, the ALS 'file folder' will become highlighted.
3. By pointing with the mouse and clicking on the field box to activate pop-up tables, enter a code in the remaining field boxes on the 'file folder'. The following fields are required on this file folder:

Type of Call	Affected Part
Nature	Transport Mode
Transported By	Highest Staffed

4. If an arrest was witnessed, click once on the 'Witnessed Arrest?' check box.

Task 3: Enter the First Set of Vitals

1. Point to the Vitals 'file folder' and click once on it.

2. Position the cursor on the 'Date/Time' field box. Enter the time the first set of vitals were taken. The date only needs to be changed if the date that the vitals were taken differs from the incident date.
3. Tab to the 'Pulse' field box. Use the keyboard to enter a pulse, respiration and blood pressure for the patient.
4. Use the mouse to point to the UPDATE command button and click once to file the first set of vital statistics.

Task 4: Enter Another Set of Vitals

1. Point to the ADD command button to add the next set of vitals.
2. Use the mouse to position the cursor and use the keyboard to enter the time the second set of vitals were taken.
3. Tab to the 'Pulse' field box. Use the keyboard to enter a pulse, respiration and blood pressure for the patient.
4. Use the mouse to point to the UPDATE command button and click once to file the second set of vital statistics.

Task 5: Enter an ALS Treatment in the ALS 'file folder'

1. Point to the ALS 'file folder' and click once on it.
2. The ALS 'file folder' is only used by paramedics to record their ALS treatments. Use the keyboard to enter the time the first ALS treatment was performed.
3. Position your cursor in the Fire Svc ID field. Enter the last initial and the first initial of the medic who performed the first skill and press the F2 key. This will pop-up a list Fire Service ID numbers that match the initials you entered.
4. Tab to the field box for the first paramedic skill performed. You can also use your mouse to position the cursor. Click twice on the field box and select the code that skill.
5. If more than one skill was performed, tab to those field boxes and enter the code that describes that skills.
6. Use the mouse to point to the UPDATE command button and click once to file the first ALS treatment.

Task 6: Enter a second ALS treatment in the ALS 'file folder'

1. A second ALS treatment file should be created if more than one paramedic performed ALS treatment on the patient or if there was a significant amount of time between the ALS skills performed.
2. Position your cursor in the Fire Svc ID field. Enter the last initial and the first initial of the medic who performed the first skill and press the F2 key. This will pop-up a list Fire Service ID numbers that match the initials you entered.

3. Tab to the field box for the first paramedic skill performed. You can also use your mouse to position the cursor. Click twice on the field box and select the code that skill.
4. If more than one skill was performed, tab to those field boxes and enter the code that describes that skills.
5. Use the mouse to point to the UPDATE command button and click once to file the first ALS treatment.

Task 7: Enter Remarks about the Patient and File the Report

1. Click once on the Remarks Fire 'file folder'.
2. Use the keyboard to enter a narrative for the casualty.
3. Follow the procedure in Exercise #1 to sign and file your report.